

6 December 1945

(DATE)

COLUMN 1

COLUMN 2

Subject: Essential Elements of Information

Indexed: previous sufficient  
(DATE)

Is action complete: Yes

What will complete action: \_\_\_\_\_

Is a follow-up to the  
completed action necessary: no

no

If so, has note been placed  
in Suspense File: "

"

Does this document materi-  
ally modify existing policy: "

"

If so, has note to that effect  
been attached to file copy of  
the previous policy:  
(Do not enter "Yes" until sure  
that new document is approved.) "

"

Does this document make or in-  
clude a pure policy statement: "

"

If so, has a copy been placed in  
the Policy Book: "

"

Does this paper require a  
change in Policy Cards, or a  
new card: (Check w/originating  
officer). "

"

Have changes been made in:  
Group I cards: "

"

Hqs. Policy Staff cards: \_\_\_\_\_

Cross-reference cards: \_\_\_\_\_

Is cross-reference additional  
to the indexing desirable: "

"

If so, has the cross-reference  
been set up: "

"

25-53521-500

FILE CONTROL SHEET

27 Nov 1945

(DATE)

COLUMN 1COLUMN 2Subject: Essential Elements of InformationIndexed: Previous indexing sufficient

(DATE)

YesIs action complete: Yes

What will complete action: \_\_\_\_\_

Is a follow-up to the completed action necessary: Will follow automatically

If so, has note been placed in Suspense File: \_\_\_\_\_

Unnecessary

Does this document materially modify existing policy: \_\_\_\_\_

NoIf so, has note to that effect been attached to file copy of the previous policy: \_\_\_\_\_  
(Do not enter "Yes" until sure that new document is approved.)"

Does this document make or include a pure policy statement: \_\_\_\_\_

"

If so, has a copy been placed in the Policy Book: \_\_\_\_\_

#

Does this paper require a change in Policy Cards, or a new card: (Check w/originating officer). \_\_\_\_\_

"

Have changes been made in: Group I cards: \_\_\_\_\_

"

Hqs. Policy Staff cards: \_\_\_\_\_

Cross-reference cards: \_\_\_\_\_

Is cross-reference additional to the indexing desirable: \_\_\_\_\_

See file in Secret B I g-2, same subject

If so, has the cross-reference been set up: \_\_\_\_\_

		6 December 1945 (DATE)
COLUMN 1		COLUMN 2
Subject: <u>Essential Elements of Information</u>		
Indexed: <u>previous sufficient</u> (DATE)		
Is action complete: <u>yes</u>		
What will complete action: _____		
Is a follow-up to the completed action necessary: <u>no</u>		<u>no</u>
If so, has note been placed in Suspense File: <u>"</u>		<u>"</u>
Does this document materially modify existing policy: <u>"</u>		<u>"</u>
If so, has note to that effect been attached to file copy of the previous policy: <u>"</u> (Do not enter "Yes" until sure that new document is approved.)		<u>"</u>
Does this document make or include a pure policy statement: <u>"</u>		<u>"</u>
If so, has a copy been placed in the Policy Book: <u>"</u>		<u>"</u>
Does this paper require a change in Policy Cards, or a new card: (Check w/originating officer). <u>"</u>		<u>"</u>
Have changes been made in: <u>"</u>		<u>"</u>
Group I cards: _____		_____
Hqs. Policy Staff cards: _____		_____
Cross-reference cards: _____		_____
Is cross-reference additional to the indexing desirable: <u>"</u>		<u>"</u>
If so, has the cross-reference been set up: <u>"</u>		<u>"</u>

25-53521-500